

Technical Branch
Specialized Technical Group
Visual Arts Series

EDUCATION/GRAPHICS TECHNICIAN

08/96 (TLW)

Summary

Under general supervision, assist in administration of educational programs; design, fabricate and install educational exhibit graphics and signs.

Typical Duties

Assist in creation, preparation and implementation of educational programs and projects. Involves: discussing assigned teaching area with supervisor to identify program purpose and learning objectives; preparing lesson outline and plan as assigned and submitting for review; designing assigned portions of or learning training programs and standardized presentations; researching literature and graphics to develop, assemble and compose information used in teaching aids and exhibits such as biofact handouts, demonstration models and multimedia visual aids; presenting subject matter utilizing a variety of methods such as lecture, discussion and demonstration; distributing educational and promotional materials and answering questions concerning program exhibits, department services and facilities; arranging and conducting tours of facility; traveling offsite to schools and community events to deliver presentations; recommending future educational programs and projects

Design, fabricate, and install graphics for specified displays and exhibits. Involves: using computer graphics and publishing programs to create illustrations, newsletters, flyers, advertisements, departmental forms, and sign layouts; marking up, pasting, and assembling final layout for printing; printing or arranging for printing of materials; painting, screen printing and hand lettering signs, logos and similar artwork; ensuring accuracy of text and correct bilingual translation; photographing subjects, objects and events using still cameras or video camcorders, color or black and white film, and a variety of photographic accessories; participating in or coordinating artwork, photography, translations and fabrication or similar work with outside contractor; participating in or designing and preparing exhibits including lighting, artwork and murals; transporting materials and supplies; recommending materials for printed and presentation graphics; monitoring inventory, ordering and maintaining equipment.

Perform related duties as required. Involves: consulting with animal care workers, engineers or other professionals regarding accuracy of graphics; handling and restraining education animals; feeding and caring for education animals; cataloging animal acquisitions and maintaining inventory; collecting fees for special activities; training, coordinating and monitoring assigned volunteers assisting in presentation of educational programs and tours; wearing mascot costume; maintaining section library and circulating materials; answering correspondence; substituting, if assigned, for immediate supervisor during temporary absence by performing specified duties and responsibilities necessary to maintain continuity of operations.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in education, fine arts, mass communication, commercial art, graphic design, advertising or related field and two (2) years experience in written, visual and pictorial information preparation and dissemination techniques; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Good knowledge of: written, visual and oral communication, exhibit design, graphic art, photographic, reproduction, printing, and related production processes; proper grammar and expository writing. Some knowledge of: computer graphic design; mass communication or public information dissemination and literature search techniques.

Ability to: learn to effectively present educational information and respond to questions from groups; conduct research and prepare text for signage, graphics and informational media; research, design, develop, fabricate and install education graphics and art work on various media; review, edit and critique graphic content; implement graphic lighting techniques; visualize three dimensions; express oneself clearly and concisely both orally and in writing; establish and maintain effective working relationships with individuals and groups of employees, contractors, volunteers and the general public; maintain records and prepare reports.

Skill in: safe use and care of computers and associated graphic software, graphics fabrication, photographic and video equipment.

Physical Requirements: Move heavy objects (normally up to 50 pounds); work with tools, machines, chemicals and materials used in graphics production and installation; frequent sustained close visual concentration to produce detailed

and precise artwork; mobility in a field environment. Some positions require handling and restraining animals; entering and accessing animal areas.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary; work various shifts and weekends.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent from another state.

Director of Personnel

Department Head

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